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DCI/IC 74-1100

21 August 1974

MEMORANDUM FOR: D/DCI/IC

SUBJECT: Work Load of the IC Coordination Staff

1. While a large portion of the work of the Coordination Staff/Secretariat involves non-scheduled tasks which do not clearly fall within the province of one of the IC divisions, certain "steady state" and "on call" or "as needed" responsibilities can be identified.

2. "Steady state" work load includes the following:

a. Drafting the annual statement of the DCI Objectives for the Intelligence Community for FY (insert upcoming year). Submission date: June.

b. Drafting periodic reports for the DCI on progress toward achievement of his stated Community objectives. In FY 1974 these were provided to OMB in December 1973 and in April and July 1974. It is expected that such reports will be called for quarterly.

c. Drafting the annual DCI Report to the President on the Intelligence Community, which also serves as the annual report to the PFIAB on all major elements of the Community. Submission date: 1 October.

d. Providing inputs to the DCI annual Perspectives for Intelligence, intended as guidance for five years into the future; accomplish or monitor follow-on actions as required. Annual submission date: Early summer.

e. Representing the DCI in the on-going Secretary of Defense/DCI study of the national/tactical intelligence interface. This is expected to be a three-year project.

f. Monitoring and arranging Intelligence Community support for the "Murphy Commission" -- the Commission on the Organization of the Government for the Conduct of Foreign Policy, chaired by Ambassador Robert Murphy. This Commission will be operating for at least another year.

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g. Monitoring for the DCI such legislative proposals before the Congress as would have an impact on functioning of the Intelligence Community.

h. Drafting the bi-monthly ICS Activities Report which is disseminated to apprise the Community of projects, studies and other IC actions considered to be of general interest.

i. Handling arrangements for and, in most instances, presenting briefings on the Intelligence Community and the functions of the IC staff. This has been fairly time consuming over the past two months, but future requirements for such briefings may be less frequent.

j. Preparing and updating inputs to the IC Management Information Center being installed in the IC conference room.

3. The "on call" or "as needed" work load includes the following:

a. Preparing Congressional presentations for use by the DCI on other than substantive intelligence matters. There is no CS involvement in "world roundup" type briefings for Congressional Committees, but CS has been tasked in the past for other types of presentations, including those on the intelligence budget.

b. Drafting revisions of National Security Council Intelligence Directives. The major ongoing effort in this field is an "omnibus" NSCID at the Secret classification which would be intended as a replacement for all of the existing NSCIDs.

c. Drafting revisions of Director of Central Intelligence Directives. The recently prepared DCID 1/11 on the USIB Security Committee resulted from initial preparation of the new DCID by the CS. A draft of DCID 1/3 on the organization and composition of the USIB committees is in process. The annual revision of DCID 1/2, "U.S. Foreign Intelligence Priorities" is the most time-consuming of these efforts.

d. Preparing supporting papers and assembling briefing books for the DCI and D/DCI/IC for meetings of the National Security Council Intelligence Committee (NSCIC) and of the President's Foreign Intelligence Advisory Board (PFIAB).

e. Drafting "Letters of Instruction" for DCI signature to USIB Committee chairmen.

f. Participating with DDO and JCS representatives in the planned revision of the SecDef/DCI Command Relationships Agreement (CRA) and various Memoranda of Understanding (MOU) relating to DoD/CIA mutual support.

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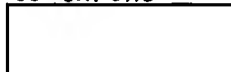
g. Preparing reports, briefings and replies to correspondence for which the IC staff has action but which (1) involve the responsibilities of more than one IC division, or (2) do not fall within the responsibilities of any of the three IC divisions.



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Rear Admiral, USN
DCI/IC/CSS

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